

Collins McNicholas

Recruitment & HR Services Group

CASE STUDY



CLERICAL OFFICER ASSESSMENT CENTRE IN INSTITUTES OF TECHNOLOGY

Collins McNicholas organised, facilitated and managed assessment solutions for a number of Institutes of Technology across Ireland in recent years. These assessment centres have been used in the selection of Clerical Officers prior to the interview stage of the process.



AGREE APPROPRIATE ASSESSMENT SOLUTION

Below is the typical process that an assessment centre has adopted.

Following consultation with the Institution, Collins McNicholas suggests the most appropriate assessments. These typically include:

- Verbal Reasoning
- Numerical Reasoning
- Checking – Attention to detail
- Microsoft Word / Excel / Typing



ASSESSMENT ADMINISTRATION

Collins McNicholas receives the applicants name, email address and contact number from the Institution. Collins McNicholas then issue the invitations to candidates asking their preferred day / time to attend. The assessment centres are fully managed by Collins McNicholas and can be administered on-site or at an external location. Collins McNicholas provides all the materials required to complete the assessments.



TIMESCALE

The assessment centres are generally administered over 1-2 days depending on numbers.

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Typically, there are between 20 and 40 candidates per session. Collins McNicholas has ran assessment centres which have catered for anything from 10 to 170+ candidates.



SCORING / MARKING

Following completion of the assessments, Collins McNicholas scores all responses and provide a spreadsheet of results (in ranked order and colour coded) to the Institution.



COMMUNICATION TO CANDIDATES

Following guidance from the Institution, Collins McNicholas can update all candidates on their outcome from the assessment session using pre-agreed communication.

In all instances to date, Collins McNicholas communicated to all candidates their ranked position and detailed feedback on their performance on each of the assessments.

Upon request, Collins McNicholas also provided telephone feedback to candidates within a 48-hour period of their request.

SOME OF OUR CLIENTS



INSTITUTE of
TECHNOLOGY
CARLOW



For further information please contact:



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